

## GENERAL CHECKLIST OF RESPONSIVE DOCUMENTS<sup>1</sup>

1. Time Frame: Unless otherwise noted, time frame January 1, 2003 to June 9, 2006
2. Responsive Documents:
  - A. Any and all documents pertaining to any matter involving law firms of Freudenthal, Salzburg, & Bonds; Davis & Cannon; any known client of the law firms; and any employee or associates of the law firms.
  - B. Any and all documents related to lobbying by Nancy Freudenthal or Steve Freudenthal. "Lobbying" involves trying to convince another entity or person to take a certain position or actions. Pursuant to their fifth public records request dated June 28, 2006, the Wyoming Republican Party is demanding the production of any records associated with Steve Freudenthal or Nancy Freudenthal appearing before any Legislative or any executive branch entity.
  - C. Any and all documents relating to Nancy Freudenthal's transportation by the Wyoming Highway Patrol.
  - D. Any and all documents associated with Governor Freudenthal's use of the state planes.
  - E. Any and all documents associated with any state entity having hired any "outside legal counsel" or "other consultants."
  - F. Any and all documents associated with any "sole source contracts" entered into by any state entity. The June 28, 2006, fifth request limits production of documents regarding sole source contracts to those contracts over \$7,500.00.
  - G. Any and all documents associated with any contract between a state entity and Bill Sniffin or any entity in any way associated with Bill Sniffin.
  - H. Any and all documents associated with Express Scripts; Medco Health Solutions; TSP; TSP Two (2); or Echostar.

---

<sup>1</sup> This office has tried to comprehensively analyze the types of records that are responsive to the requests. When in doubt, please consult with the Attorney General assigned to your agency, the public records request themselves, and the memo provided to you dated June 21, 2006. Because this office is not aware of the types of records maintained by all branches of state government, please do not view this list as all inclusive. The decision of what records must be produced requires further analysis that only the individual agency or entity can provide.

- I. Any and all documents relating to “agreements of any kind between the State of Wyoming and the City of Torrington relating to Corrections.”
3. Each public records request demands that the term “all documents and materials of any kind whatsoever” is intended to be interpreted in its broadest sense possible and includes all documents including those stored electronically. **WHEN IN DOUBT ABOUT WHETHER A DOCUMENT IS RESPONSIVE, PRODUCE THE RECORD.**
4. The process in responding to these Public Records Request involves six discrete steps:
  - A. A careful reading and review of each public records request to carefully analyze what records may exist within records maintained by the state entity that must be made available for inspection;
  - B. Gathering of responsive records in one central location within the state entity;
  - C. Notification to Drake Hill that records are available for inspection (copied to Pete Maxfield and containing “best efforts” paragraph supplied today);
  - D. Inspection by individuals designated in writing by the Wyoming Republican Party to inspect;
  - E. Copying of records requested to be copied in writing by Wyoming Republican Party; and
  - F. Production of copied records to Wyoming Republican Party.

\* \* \* The above steps are explained in the Maxfield to Hill letter of June 20, 2006 and the Crank memo to all agencies dated June 21, 2006. \* \* \*

Please Note that:

1. You should provide no copies of any documents to the Wyoming Republican Party unless specifically requested to do so in writing.
2. The Wyoming Republican Party has requested the records responsive to their request be made available for inspection. They have not asked for agencies to respond by sending computer generated indexes along with a request of “please let us know what you want to see.” Please follow the procedure outlined herein so that all state entities comply with the Wyoming Public Records Act in a consistent manner.

Please remember, when in doubt, produce records responsive to the request.

A). **Breadth and Scope of Public Records Requests:**

“All documents and materials of any kind whatsoever . . . entered into between the State of Wyoming, or any of its agencies, departments, boards, or commissions, and the law firm of Davis & Cannon.”

or

“any client represented by Davis & Cannon.”

or

“any person employed by or associated with the law firm of Davis & Cannon.”

B). **Time Frame:** 1/1/03 to 6/9/06 (Latest request runs through 6/28/06).

C). Request requires the production of virtually any document in your files that in any way involves law firms of Davis & Cannon, Freudenthal Salzburg & Bonds, or any of their employees; or any of their clients.

**Suggested language to be included in letter to Drake Hill notifying Wyoming Republican Party that records are available for inspection.**

“The [Agency] has undertaken all reasonable efforts to locate all documents in [Agency’s] control which are responsive to your five public records requests. The records requests are, however, very broad and cover an extensive time period. If, after inspection, you believe that there are other records responsive to any of your five requests, please notify [Agency] and we will undertake additional searches for specifically identified records.”